



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR)

Calculating Commuter Expenses



- **This guide is to assist MTBP participants in calculating their commuter expenses.**
 - **Qualified means of transportation**
 - **Other expenses**
 - **Calculation of commuting costs**
 - **Other questions**



- **What types of public transportation qualify for the MTBP?**
 - **Commuter Bus.**
 - **Commuter Train.**
 - **Subway / Light Rail.**
 - **Van Pools.** Van pools must adhere to the guidelines stated in Title 26, United States Code, Section 132(f).
 - **Ferry.** Program participants using a ferry are authorized to claim the foot passenger rate only. This includes walkers, bicyclists, and van pool members (not including the driver). Ferries are not approved as a means of shuttling personally owned vehicles (POV) from one point to another where the completion of the



- **What types of transportation DO NOT qualify for the MTBP?**
 - **Personally Owned Vehicles (POV), carpools, motorcycles, airplanes, bicyclists, and/or walkers, solely utilizing any of these methods of transportation.**
 - **Ferries used as a means of shuttling POVs from one point to another where the completion of the journey to the duty station is completed in the POV.**



- **What other expenses are NOT authorized for reimbursement under the MTBP?**
 - Parking fees and tolls are NOT authorized for reimbursement.
 - Van pool ferry costs are NOT authorized for reimbursement. Participants using a ferry are authorized to claim the foot passenger rate only.
 - Van pool riders who must pay to “hold” their space in the van pool due to absence (e.g. TDY or leave) or part-time work schedule are responsible for the cost of holding their space. This expense is NOT authorized for reimbursement.
 - In some locations, the local transit authority does not exchange DOT-issued fare media for other local fare media (e.g. vouchers for subway passes or bus tokens). Participants must exchange their fare media at commercial establishments, which may charge a fee for the transaction. This fee is set by the vendor, and is not related to the transit authority or to DOT. The fee is NOT authorized for reimbursement.
- **Participants must exclude these expenses from calculations of commuter costs.**



- **How do I calculate my costs and determine the benefit amount that I am eligible to receive?**
 - **Use Part III of the MTBP Application Form to calculate your commuting costs.**
 - **To calculate your monthly cost, multiply your daily commute cost by the average number of days when mass transportation will be used, based on your work schedule. There are 21 workdays in an average month. This number may vary if you work an alternate work schedule or telecommute.**
 - **If a weekly or monthly fare is available, and the monthly cost is less than your daily cost, you must claim the lower amount.**
 - **Enter your actual commuting costs on the application form, even if they exceed the maximum monthly benefit amount.**
 - **As of 1 January 2012, the maximum mass transportation benefit amount is \$125 per month.**

ASA (FM&C)



- **What if I have more questions?**
 - **Check with your installation POC**
 - **Consult the Army's MTBP website at:**
<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
 - **Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website**
 - **Contact the DA Program Manager (click on the Army MTBP email icon on the website)**